

Environmental Steering Committee

Meeting Minutes

April 5, 2006

Opening:

The regular meeting of the Environmental Steering Committee (ESC) was called to order at 1:05 pm (EDT) on April 5, 2006 by James Biasco, Chair.

Present:

James Biasco, Chair

Steve Aoyama

Roger Carmichael

Gordon Delchamps

Roger DeRoos

Gary Gefroh

Doug Ott

Keith Shortall

John Smart

Dale Mossefin (Alaska Area)

NOTE: voting members are shown in bold type.

A. Old Business

1. Guidance Document

- a. Official name is *Guidance Document for Managing Hazardous Materials in IHS Facilities*.
 - We discussed the draft Chapter 75-9 *Best Practices for Environmental Remediation and Management*.
 - The chapter had been sent out for comments and was discussed at the Facility Manager's meeting in Fort Worth.
 - Keith made a motion to accept the Chapter, Gary seconded the motion. The Chapter was unanimously adopted.
 - Gordon will coordinate determination of which Handbook Chapters and HFAC decisions are rescinded/superseded by the new *Guidance Document*. He will then prepare the necessary documents and forward to Lee Robison for submission to Admiral Hartz.

2. Commander's Guide

- a. Official name is the *IHS Environmental Health and Safety Awareness Guide*. The purpose is to familiarize CEO's with applicable rules and regulations.
 - Neither Roger nor Gordon received any additional comments.
 - The guide needs to be short and simple.
 - Roger has a good writer for the project.
 - Steve will coordinate the guide with NEPA requirements.
- b. An Internal Resource Team (IRT) has been established and will hold their first meeting April 10.

3. Previously Submitted Projects

- a. The Navajo Area provided comments as requested.
 - They have decided to not demolish the buildings and now request \$13,750 for environmental remediation of the Chinle Duplexes CL-2001 - 2006, \$8500 for environmental remediation of the Shiprock Adolescent Treatment Center SR-2036, and \$33,000 for environmental remediation of Tohatchi Buildings G-2000 – 2003.
 - Two of the projects are below the \$25,000 threshold for Environmental funds. Therefore, the Area will combine the three projects into one project. The ESC **recommended funding** \$55,250.
- b. The Oklahoma Area provided comments and a cost estimate as requested.
 - The ESC **recommended funding** \$75,000.

B. New Business

1. Funds Available Recap

- We discussed the funds balances and the listings of Environmental Remediation and Demolition projects awarded.
- We have environmental remediation projects to perform and buildings to dispose of. We need the Areas to submit PSD's for funding.

- The next call for PSD's will include Area totals of environmental deficiencies listed in HFDS and instructions how to print a report that will show buildings they indicate are to be demolished or transferred. HFDS, Admin Tab, FAQ's, General, Vacant Excess Building Report.

2. **New FEDS Code**

- Jim discussed the new FEDS Code 45 – Potential Environmental Liabilities.
- Steve cautioned against using the word “liabilities” and new wording will be found.
- We also discussed Code 44 – Environmental Practices (EHS) and Roger provided background.
- We need to develop better definitions for both codes.

3. **Environmental Assessments**

a. Initial Assessments

- All initial assessments should have been completed.

b. Recurring Assessments

- Area Facility Managers expressed a desire for recurring assessments on a three to five year cycle.

i. Protocol/guidelines

- FOH will develop ideas regarding frequency, protocol, checklists, etc. They will determine whether the existing protocol can be updated to meet our current needs. They will also see what other Agencies/Departments use.
- We need to establish our goals and objectives for this project, what we want to include in assessments, how to approach them, and conduct a pilot to test the process. Is it our desire to have a thorough in-depth assessment for every building? FOH will develop a plan for Phase 1.
- The assessments need to reflect applicable state and local regulations.

- There may be some overlap with the EMS and the two must be compatible.
- There needs to be a good funds tracking method and a way to determine the reasonableness of the request. To achieve this, we will begin the following:
 - We will send an e-mail to the Areas informing them that if they want to use Environmental Remediation funds they must submit a PSD to the ESC. If they want to use their own funding, they can go directly to FOH.
 - Roger will keep the ESC informed of all environmental activities FOH is involved in regardless of the funding source.
 - FOH has begun preliminary work on several projects and Roger will inform those Areas that they must submit PSD's to the ESC for funding.
 - A PSD will be required for all projects. If there is an emergency, the Area should call Jim or Gordon for verbal concurrence and then follow-up with a PSD before the funding will be released. An emergency is defined as a spill or imminent threat to life or limb.

4. Disposal Plans

- Disposal plans are related to excessing of Real Property are needed.
- Realty needs to adequately address environmental needs.
- We don't want Realty to readdress all environmental issues.
- FOH will work with Realty and Gordon to develop the environmentally-related aspects of the plans.

5. O&M (Manage-in-place) Plans

- We discussed the need for O&M plans and the possibility of developing a template that could be used by all Areas versus developing individualized plans.
- Any template would need to be very generic/basic and its development would not be a simple undertaking.

- Requirements vary from state to state.
- We may want to develop a framework rather than a template.
- In the interest of time this item was tabled until a future meeting.

6. On-line Document Repository

- An on-line repository for environmental reports was discussed at the Facility Manager's Meeting in Fort Worth.
- ES-Seattle has some of the previous environmental Assessments.
- Area Facility Managers were requested to send reports to ES-Seattle for scanning to electronic format.
- The goal is to have all environmental reports available electronically but details of the scanning process and the ultimate location for the files have not been determined.
- All new reports are to be provided in electronic format.

7. FOH Work Update

- Roger gave an overview of the work they have performed and explained the process.
- FOH has completed work in most of the Aberdeen and Navajo Areas.
- Roger will provide funds balances to Jim or Gordon.
- Roger stated that we need a workgroup to develop protocol for National Environmental Assessments.

8. Call for PSD's

- A call for PSD's will be issued within the next few weeks. To allow for time for review, the deadline will be in mid-June.

- **ACTION ITEM:** The ESC requested the Aberdeen Area **provide clarification** regarding the Fort Yates Underground Storage Tanks project.
 - The project is tentatively fundable but the Area should explain the seemingly high cost estimate. The Area also needs to clarify why the cover letter states \$130,000 and the PSD requests \$157,000.

9. **Technical Documents**

a. Technical Handbook Chapters

- Roger will review and recommend whether they need minor revision or if we need to activate the workgroup.
- i. Seeking two more volunteers for workgroup
 - If a workgroup is needed, we will request two more members.

b. HFAC Decisions

- Gordon will coordinate determination of which Handbook Chapters and HFAC decisions are rescinded/superseded by the new *Guidance Document*. He will then prepare the necessary documents and forward to Lee Robison for submission to Admiral Hartz.
- The HFAC must be informed which decisions are rescinded/superseded.

c. Other

- None

10. **Select New Membership**

- Three new members are needed and we received seven nominees.
- Two names were removed as their Areas already have representation on the ESC.
- Three names were selected in an attempt to equitably represent geographic regions and a range of facility ownership.

- Deanne Waconda, Dale Mossefin, and CJ Means were selected for five year terms on the ESC. All three member's terms will expire in 2011.
- Roger Carmichael's term expires this year (2006) and his replacements can be selected from the remaining names.

11. Other New Business

- None

C. Date and Agenda for Next Meeting

- The next meeting will be scheduled for a time during the first two weeks of July. Once a meeting is determined necessary, a date will be determined and an agenda will be developed and distributed to all members.

Adjournment:

James Biasco adjourned meeting at 3:12 pm (EDT).

Minutes submitted by: Gordon R. Delchamps

Approved by: James R. Biasco